



## DEPARTMENT OF THE INTERIOR

### Frequently Asked Question Concerning the 2017 Energy and Mineral Development Program (EMDP) Grant

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## DISCLAIMER:

This document is meant to provide basic guidance for the EMDP grant process and does not replace or alter the original solicitation. For more detailed information, please reference the 2017 EMDP Solicitation of Proposals found at:

<https://www.grants.gov/web/grants/search-grants.html>

### 1.0 General EMDP Grant

#### 1.1 What is the goal of EMDP?

To assist tribes by helping to expand tribal knowledge of their energy and mineral resources; to provide tribes with guidance on how their resources can be developed in an environmentally acceptable manner; to bring tribal energy and mineral projects to the point where economic benefits can be realized from the resources.

#### 1.2 What types of EMDP projects are awarded?

Projects that assess, evaluate, or otherwise promote the processing, use, or development of energy and mineral resources on *Indian lands* will be considered for funding under EMDP. Projects include: energy and mineral projects that conduct resource inventories and assessments; feasibility studies; or other pre-construction studies necessary to promote the use and development of known energy and mineral resources.

#### 1.3 Who is eligible for EMDP funding?

##### a) Tribes with "Indian land."

Where Indian surface and mineral estate is located on lands held in trust or restricted fee status. (*Note: for the purposes of the EMDP grant, the proposed project must be on lands held in trust or restricted status for the benefit of the tribe applying to the EMDP.*)

##### b) Tribal Resource Development Organization (only applicable for energy grants).

The organization must be comprised of two or more entities, at least one of which is an Indian tribe, who has written consent, through tribal resolution, of the governing bodies of all Indian tribes' participating in the organization to apply for a grant or other assistance. The tribal resolution must identify the fiscal year for which the EMDP project and grant proposal are intended.

#### 1.4 Can Alaskan Native organizations apply for and receive EMDP funding?

Alaskan Native organizations may apply if the proposed project(s) will be located on lands held in trust or restricted fee by the Federal government.

1.5 What are the mandatory components of the proposal?

a) A current tribal resolution (*Note: see webpage for example resolution*).

The proposal must include a signed tribal resolution authorizing the proposed project. If more than one tribe is involved with the project, the proposal must include a signed resolution from each tribe. The tribal resolution must identify the fiscal year for which the EMDP project and grant proposal are intended.

b) A proposal describing the planned activities and deliverables.

The proposal should include the following elements: (1) overview and technical summary of the project; (2) project objective, technical description, and scope of work (SOW); (3) description of deliverable products; and (4) resumes of key personnel.

c) A detailed budget estimate.

Budgets should include all reasonably anticipated costs and contingencies, and be internally consistent with the rest of the proposal. Budget requirements include: (1) all contracted personnel costs; (2) travel estimates; (3) data collection costs; (4) other expenses, such as: computer or equipment rental, report generation, drafting, advertising and similar costs for the proposed project. Budgets are recommended to be in Microsoft Excel format.

d) The name and contact information of the tribal lead (*Note: this person may not be contracted personnel or consultant*).

1.6 What is the annual budget for EMDP projects?

DEMD's budget for EMDP grants is funded under discretionary, non-recurring appropriations by Congress each year. Consequently, the total budget amount will vary year to year. DEMD aims to fund as many quality projects as possible.

1.7 Is there a page limit to EMDP proposals?

Yes. The proposal itself has a 20 letter-sized page limit. Applicants may use appendices for supplemental materials such as tribe's history, location, government structure, population makeup, etc.

1.8 How will proposals be evaluated?

DEMD has the discretion to award funds to a limited number of the highest ranking proposals so that awards are fair and equitable; DEMD has developed a proposal ranking system that includes: (1) resource availability, e.g. the extent that a tribe has access to a particular resource and that the resource is known, (2) project concept and viability, e.g. projects that have a reasonable chance of being viable and that supports informed economic development decisions, (3) goals

and commitment to the project, e.g. tribes that display strong sense of commitment to the goals of the EMDP and that they are seriously willing to consider development of the resource, and (4) appropriateness of the technical proposal and statement of work, e.g. reviewers will rate the overall proposal and budget requirement for completeness, organization, and appropriateness, in the context of achieving the stated goals and objectives of the project.

Criteria	Renewable & Distributed Energy	Solid Minerals	Fluid Minerals
Resource Availability	10%	10%	10%
Project Concept and Viability	30%	30%	30%
Goals and Commitment to the Project	30%	30%	20%
Appropriateness of the Technical Proposal and Statement of Work	30%	30%	40%

1.9 What costs are not allowed through the EMDP grant?

Proposals cannot cover legal fees; fees and costs associated with studies directly related to meeting NEPA requirements; application fees associated with permitting; equipment purchasing; well-site reclamation and site remediation; establishing or operating a tribal office; indirect costs and overhead; purchasing or leasing equipment for the development of a resource; academic research projects; attending conventions; and international travel. Indirect costs and fringe benefits should be paid for by the tribe as a demonstration of the tribe's commitment to the project.

1.10 Is there a minimum and maximum award?

Yes; EMDP funding is capped at \$600,00. Also, per Federal directive, all grants \$100,000 or more must be submitted to the Associate Deputy Secretary of the Interior for approval before a final award can be made. Note that this may significantly impact or hinder projects over \$100,000 or more, by causing delays in the awarding process and potential denial of award.



1.11 Who can I contact with general questions about the EMDP ?

Name: Amy Wilson  
Email: [amy.wilson@bia.gov](mailto:amy.wilson@bia.gov)  
Direct: 720-407-0623

1.12 Who can I contact with technical questions involving my proposal as it relates to specific energy and mineral commodities?

Solid Mineral Projects (Metals, Industrial Minerals, Sand, Gravel, Coal, etc.)

Name: Duane Matt  
Email: [duane.matt@bia.gov](mailto:duane.matt@bia.gov)  
Direct: 720-407-0605

Fluid Mineral Projects (Oil, Natural Gas, Geothermal, etc.)

Name: Roger Knight  
Email: [roger.knight@bia.gov](mailto:roger.knight@bia.gov)  
Direct: 720-407-0613

Renewable and Distributed Energy Projects (Biomass, Solar, Wind, Hydropower, etc.)

Name: Michael Stevenson  
Email: [michael.stevenson@bia.gov](mailto:michael.stevenson@bia.gov)  
Direct: 720-407-0626

## 2.0 Proposal Submissions

2.1 When are proposals due?

2017 EMDP proposals are due by 5:00pm Mountain Daylight Time on **September 25, 2017 (9/25/2017)**.

2.2 Where do I submit my proposal ?

Submit proposals by the stated date at [IEEDgrants@bia.gov](mailto:IEEDgrants@bia.gov), Attn: Energy and Mineral Development Program. Alternatively, if a tribe is unable to submit via email, the tribe may copy their files onto a CD, DVD, or thumb drive and mail to: 13922 Denver West Parkway, Suite 200 Lakewood, CO 80401 to the Attn: Energy and Mineral Development Program.

2.3 How do I submit my proposal?

Submit the entire EMDP grant proposal, including any appendices in digital form via the above email. DEMD requests that the applicants submit the proposal in four separate files: (1) EMDP proposal, (2) tribal resolution, (3) estimated budget, and (4) name and contact information for the designated tribal lead. Please include the tribe and project name on all electronic submissions.

- 2.4 *What needs to be in the Resolution?*  
Tribal Resolutions are required to include: (1) a description of the energy and mineral resource to be studied, (2) a statement that the tribe is willing to consider development of any potential energy and mineral resource discovered, and (3) a statement describing who the tribe wishes to have the EMDP project performed by.\*
- 2.5 *Can I submit my proposal without a signed Resolution?*  
You may submit a proposal without a signed Resolution; however, the proposal will be considered incomplete. The submitted proposal will only be considered complete if the Resolution is delivered by the Solicitation's closing date.
- 2.6 *What if my tribe cannot provide a Resolution by the grant's closing date?*  
The proposal is considered incomplete, and will not be accepted.
- 2.7 *Can an applicant submit more than one proposal?*  
Yes. An applicant may submit a proposal for more than one project, either within the same commodity group, or across multiple commodity groups.
- 2.8 *Can tribal salaries and fringe benefits of individuals working on the project be paid through the grant?*  
Yes. Tribal employees may receive a portion of their salaries if they are performing direct technical work on the project. (Note: Fringe benefits paid to Tribal employees who are performing direct technical work on the project are not allowable under the EMDP grant).
- 2.9 *Can costs for contracted personnel and consultants be funded under the EMDP grant?*  
Yes.
- 2.10 *Are there informational resources for writing EMDP proposals?*  
DEMD has informational resources specific to the EMDP grant program including but not limited to: Frequently asked questions; best practices for creating proposals; example tribal resolution; reporting templates; and general information about the technical assistance. All EMDP resources can be found at the EMDP webpage:  
<http://www.bia.gov/WhoWeAre/AS-IA/IEED/DEMD/TT/TF/index.htm>.

\* DEMD suggests that a statement to the effect that the tribe will consider public release of information obtained by the EMDP project for the purposes of government presentations, press releases, and publications be included in the Resolution.



### 3.0 Awarding Process

- 3.1 *When and how will tribes be notified if their projects have been funded?*  
DEMD is required to notify tribes of award status within thirty (30) days after the designated grant deadline. This notice will be in the form of either an Award or Declination letter.
- 3.2 *When will the EMDP project year begin and end?*  
Generally stated, the beginning of the EMDP project year is when the tribe receives EMDP funds. The Grant Officer will formally state the start date in the EMDP Grant Agreement. The tribe will then have one (1) year to complete the project. Where extenuating circumstances exist, such as: delay in project commencement due to weather or other circumstances out of the tribe's control, an extension request may be made in writing to the Grant Officer. Please note: the extension can only be approved by the Grant Officer.
- 3.3 *What will be included in a declination letter?*  
A written explanation will be included in declination letters for tribal organizations who did not receive 2017 EMDP funding. DEMD contact information will be included for those who would like further explanation or technical assistance with future grant funding opportunities.
- 3.4 *Who is assigned as DEMD Project Monitor?*  
The project's DEMD Project Monitor will be stated in the awarding letter with contact information as with the Grant Officer. If at any time a tribe has trouble reaching the Project Monitor please contact the appropriate commodity leader named on the EMDP website.
- 3.5 *What system will award funds be paid with?*  
All payments will be made as electronic funds in Treasury Financial Management Service, Automated Standard Application for Payments (ASAP) site at <http://www.asap.gov/>. Applicants must be registered with the Bureau of Indian Affairs (BIA) in ASAP.
- 3.6 *May the tribe request changes or a modification after having been awarded?*  
Yes, but the change or modification must be within the scope of the approved work. A modification to an award that is outside the purpose and intent of the EMDP grant program will not be approved. When considering a change of scope to your project, please first consult with your EMDP Project Monitor. A written request can then be submitted to the Grant Officer for final approval.

- 3.8 Who will be notified of the tribe's award or declination?  
Award and declination notices are addressed to the Tribal Chairman; copies of the notices are sent to the Regional Director, Bureau of Indian Affairs (BIA), Agency Superintendent, Tribal Contact and the Grant Officer.

#### 4.0 EMDP Reporting

- 4.1 What are the reporting requirements for the EMDP program?  
During the life of the EMDP project, quarterly written reports are to be submitted to the DEMD Project Monitor named in the awarding letter, and the Grant Officer named in the grant award. The beginning and ending quarter periods are to be based on the date specified in the grant agreement contract. This date is determined by the Grant Officer. Generally, there are three quarterly reports and one final report, all of which contain narrative and financial information.
- 4.2 What are the quarterly reporting requirements?  
The quarterly report should be a one (1) to two (2) page narrative summary. Each quarterly report must provide a narrative summary of events, accomplishments, problems, and results that took place during the quarter. All reports must also have a Federal Financial Report (SF-425a and SF-425). Please find templates for the narrative and financial reports on the EMDP webpage. Quarterly reports should be submitted to the DEMD Project Monitor named in the awarding letter, and the Grant Officer named in the grant award.
- 4.3 What are the final reporting requirements?  
Final reports should include a narrative summary generally describing the project in its entirety, including a description of all deliverables. The final report should include all products/deliverables generated by the EMDP studies. Final reports must be submitted to the DEMD Project Monitor and the Grant Officer. Please find templates for the narrative and financial reports on the EMDP webpage.
- 4.4 When are reports due to DEMD?  
Quarterly reports are due thirty (30) days after the end of a project's quarter. Final reports will be due ninety (90) days after the end of the project. All reports should be sent to both the DEMD Project Monitor named in the awarding letter, and the Grant Officer named in the grant award. Consult with your EMDP Project Monitor for further details.

## 5.0 Deliverables

### 5.1 What are Deliverables?

Deliverables are the products and data generated under the EMDP project. Often the deliverables will be the reports or projects developed by the contractors for the tribes. Products include: all reports and technical data obtained during the study such as geophysical data, geochemical analyses, core data, lithologic logs, assay data of samples tested, results of special tests, maps and cross sections, and technical reports describing results.

### 5.2 When are deliverables due to DEMD?

Deliverables are due to DEMD with the final report ninety (90) days after the end of the project. All data and reports need to be in a digital format.

### 5.3 What does DEMD do with the data developed from the EMDP deliverables?

DEMD maintains a repository of all energy and mineral data on Indian lands, much of it derived from these EMDP reports. However, all products generated by EMDP studies belong to the applicant and cannot be released to the public without the tribes written permission.

*Note: Any information in the possession of DEMD or submitted to DEMD throughout the EMDP process, including final work product, constitute as government records and may be subject to disclosure to third parties under the Freedom of Information Act (FOIA), 5 U.S.C. 552, and the Department of the Interior's FOIA regulations at 43 CFR part 2, unless a FOIA exemption or exception applies or other provisions of law protect the information. Applicants may, but are not required to, designate submitted information in connection with the EMDP as confidential commercially or financially sensitive information, as applicable. That may help DEMD shield such information from FOIA disclosure under the procedures described in 43 CFR part 2.*

## 6.0 Technical Assistance

### 6.1 Does DEMD offer technical assistance?

Yes. DEMD can provide technical assistance to any Federally recognized tribe in order to work with tribal staff, provide documentation and data, or to recommend other funding routes. Technical assistance can be provided in preparing proposals, performing energy and mineral studies, tribes with awarded proposals, and tribes who have had proposals declined.

- 6.2 *What technical assistance is available for preparing proposals?*  
DEMD staff can provide technical assistance in answering questions that arise during the preparation of the proposal so long as the assistance would not create a conflict of interest. Assistance may include recommendations regarding technical aspects of the proposal as well as review of draft proposals. However, the applicant or their consultant must design, organize, and write the grant proposal and budget.
- 6.3 *What technical assistance is available for performing energy and mineral studies?*  
DEMD offers in-house technical services and capabilities, at no charge, to all Federally recognized tribes. Services may include providing reference materials, production and economic history analyses, well log interpretation, providing mapping capabilities, seismic data interpretation, economic analysis and modeling, supplying marketing studies, and preliminary opportunity assessments. Other available sources for technical assistance could be state government agencies, one or more qualified consultants, a private company or firm, and other Federal government agencies (such as the U.S. Geological Survey or the U.S. Department of Energy).
- 6.4 *What technical assistance is available for awarded proposals?*  
Using DEMDs services in conjunction with reputable consultants can maximize the value of EMDP projects. During the life of an awarded project, services may include identification of qualified consultants and project management assistance in addition to all services described in the previous question.
- 6.5 *What technical assistance is available for declined proposals?*  
DEMD offers in-house technical services and capabilities, at no charge, to all Federally recognized tribes, even those who do not get funded through EMDP. In addition to all services previously described, DEMD can provide assistance in improving applications for the next EMDP cycle or identifying alternative funding routes for declined proposals.
- 6.6 For technical assistance, submit a written request to the DEMD Division Chief, at the address below. If requested assistance is related to an EMDP application, please submit the request well before the solicitation deadline. Requests unrelated to an EMDP application may be submitted at any time.

Name: Stephen Manydeeds  
Email: [stephen.manydeeds@bia.gov](mailto:stephen.manydeeds@bia.gov)  
Address: 13922 Denver West Parkway, Suite 200  
Lakewood, Colorado, 80401